



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD
MINUTES**

October 15, 2020 6:30 P.M.

Meeting Held Electronically Due to COVID-19 Pandemic

- 1. CALL MEETING TO ORDER** at 6:33 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL via Zoom Conference**
 - Board Members: Suzanne Meenahan, Chair and Liaison to Foundation; Rebecka Ratcliffe, Vice Chair; Kerrie De Ieso; Tim O'Leary
 - Excused: Crystal Garcia
 - Library Director: Will Worthey
 - Staff Note Taker: Audrey Smith
- 3. CONSENT CALENDAR**
 - a. Minutes for the September 17, 2020 meeting was accepted.
 - b. Library Use Report for September 2020 was accepted.

Library Director stated that physical circulation was down from two years ago by about 77,000 and low PC usage was reflective of fewer computers made available due to social distancing protocol. Library Director also pointed out that electronic resources, Wi-Fi usage, and reference questions show a trajectory of surpassing the 2018-2019 numbers in the Library Use Report. Vice Chair Ratcliffe commended the library for all it has done, given all the COVID constraints this past year.
- 4. PUBLIC COMMENTS**

None were lodged.
- 5. BOARD COMMENTS**
 - a. **Current Library Narratives.**

Library Director informed the Board that he had recently given an online presentation to residents of Friendsview retirement community about access to library services. A good number of narratives came from members of this community, expressing appreciation of the presentation and the services available to them. Library Director gave examples of how this event impacted residents, such as new retirees signing up for library cards online and guiding patrons on the best way to access e-books.
- 6. REPORTS**
 - a. **Graphic digitization update: Chair Meenahan.**

Chair Meenahan recapped the year it took to get the Newberg Graphic digitization agreement signed between Pamplin Media Group and the City of Newberg/Newberg Public Library. Board members thanked Chair Meenahan for her persistence in this endeavor. The Library Director suggested that the digitization process begin with the 1940s & 50s editions and informed the Board that he will meet with Jeff VanBergen who will do a proof of concept for the library and demonstrate how to set up SLR equipment, for less than \$5,000, to perform this digitization process. Board Member O'Leary inquired about the frequency of patron requests for the Newberg Graphic. Library Director replied that, at least once a week, reference gets requests to do local history searches that involve the Graphic.

b. **Ongoing Mask Issue**

Library Director conveyed details from the latest incident with a patron who repeatedly refuses to wear a mask inside the library. The incident resulted in the patron violating the library's courtesy policy, apologizing for the action, welcoming being trespassed for not wearing a mask, then proceeding to stand in the lobby and refusing to leave the building. An officer was eventually called to escort the patron out of the building. Library Director also stated that he and the Assistant Library Director met with the Newberg City Manager regarding this incident and the City Manager sent an email to the patron stating that the patron will be trespassed if no mask is worn inside the library and will only receive curbside service.

c. **Expansion of Curbside Service**

Library Director informed the Board that curbside pick-up service recently expanded to five days a week (9am-5pm) due to its popularity and a number of patrons not available for early morning pick-up times of the previous schedule. Library Director also stated that library staff monitored and identified any potential burdens on staffing availability with this expansion before making the final decision to do so. Library Director described how the curbside pick-up process worked and said this service may end up becoming a permanent service at the library.

7. **BUSINESS**

a. **Survey Work State of Play Strategic Plan 2020-2025: Board Member O'Leary**

Board Member O'Leary reported that the online survey runs through November 10th and currently has 267 responses. He also stated that there will be plenty of material from the survey to go over at the next meeting, prompting the Library Director to suggest that the Board do a dot matrix exercise to sort the responses. Chair Meenahan asked if the Board needed to make another push to publicize this survey. Library Director stated that it was not necessary at this point and the City of Newberg's Community Engagement Specialist had already publicized in multiple communication streams. Board Member De Ieso asked for a copy of the survey results/responses prior to the next board meeting and Board Member O'Leary agreed to send out responses-to-date before the next meeting.

8. **NEXT MEETING/STEPS**

Library Advisory Board: November 19, 2020

Library Director proposed that the next meeting be held in person at the Library Annex and will send a video showing the meeting space so that board members can decide if they are comfortable with the level of spacing for social distancing.

9. **ADJOURNMENT**

The Library Board adjourned at 7:14 p.m.

Submitted: Will Worthey, Board Secretary / Library Director